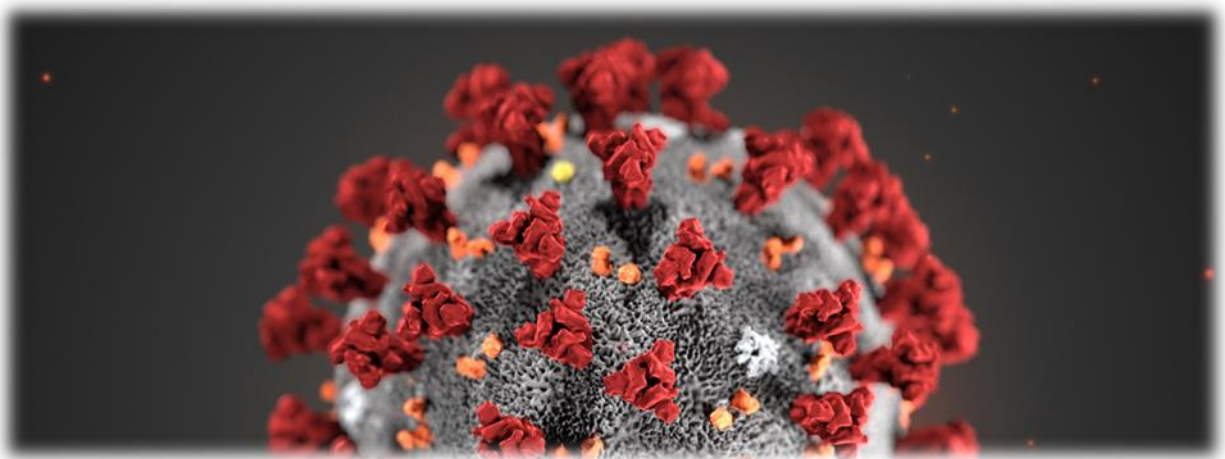




RENTON
TECHNICAL
COLLEGE®

Comprehensive COVID -19 Safety Plan



To view the most current version of this plan, please visit www.rtc.edu/covid19-safety-plan as this plan may be updated with new or changing information periodically.

Last Update: December 15, 2020

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Message to Campus Community

Renton Technical College developed this Safety Plan in response to the COVID-19 pandemic; it is a collection of information and guidance from the Center for Disease Control, Washington State Department of Health, and King County Public Health. Requirements within this Safety Plan were initially created from documents provided by the State Board of Community and Technical Colleges (SBCTC) in partnership with the Office of the Governor of Washington State. Initial requirements that were adopted into RTC Policies were part of the SBCTC Phased restarting plans 1 & 2. As of August 1st 2020, RTC will be utilizing the Campus Reopening Guide developed by SBCTC, Council of Presidents, and Independent Colleges of Washington and the health and safety requirements in Governor Inslee' Proclamation [20-12.1](#).

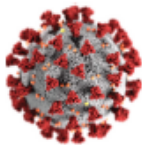
RTC takes the safety of our campus community seriously and will continue to hold classes and operations online as much as possible until a vaccine is developed to help control and reduce the risk of COVID-19 transmission. All higher education instructional programs have been given permission to resume in person as long as procedures and guidelines within this safety plan are met. Currently RTC will only hold in-person professional/technical lab instruction.

RTC has taken steps to provide Personal Protective Equipment (PPE) to students and employees in addition to implementing engineering and administrative controls and procedures. PPE, social distancing, practicing good hygiene, engaging in behaviors that may decrease chances of spreading COVID-19, and continued sanitization of work/instruction areas will help reduce the chances of transmission and spreading COVID-19. However, even with all of the procedures and precautions we are taking, there is still not a guarantee of elimination of transmission of COVID-19.

RTC asks each individual to commit to community safety and choose to act in safe and healthy manners off-campus to reduce the spread of COVID-19 and positively influence your health and that of your friends and family. Please report when any symptoms develop and stay home so not to potentially infect others; seek out medical attention and testing when directed or necessary. We are committed to ensuring you have a safe working and learning environment and would like you to help us keep our campus community safe.

If at any time there are concerns about the safety of an activity taking place on campus, whether instruction or work, please notify RTC Security by calling 425-235-7871 or emailing security@rtc.edu to have the issue addressed and resolved as quickly as possible. With your assistance we can help ensure RTC stays safe and all activities are utilizing safety procedures outlined in the following Safety Plan.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

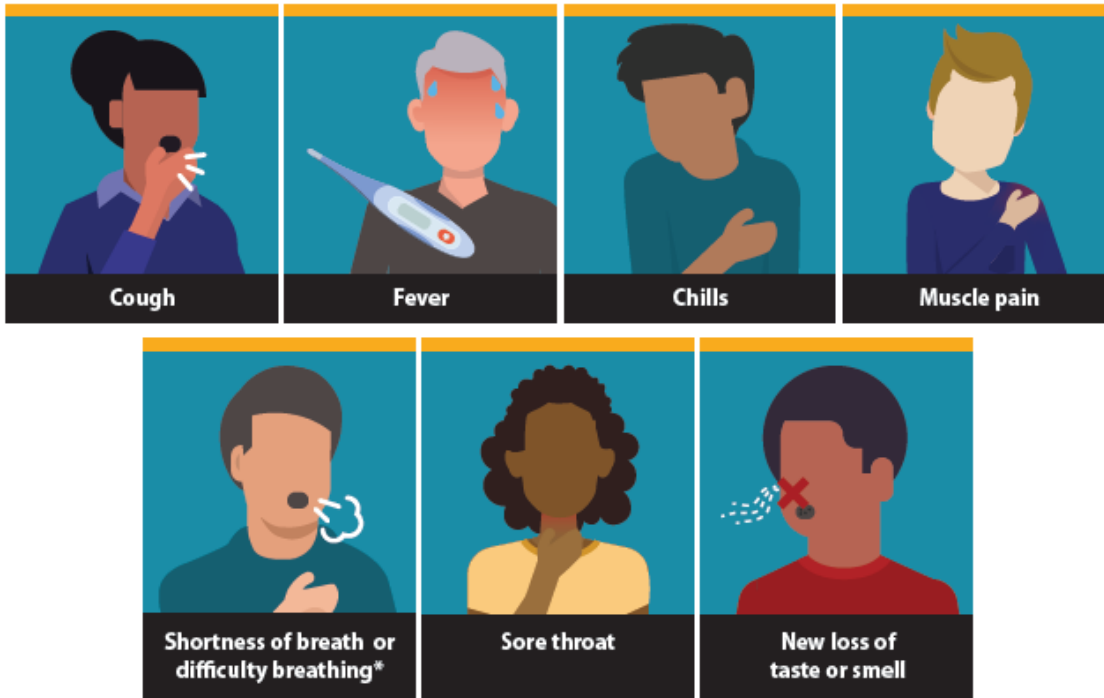


17-1340278-01/01/20/2020

cdc.gov/coronavirus

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

317142-A May 20, 2020 10:44 AM

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet
(about 2 arms' length)
from other people.



Cover your cough or sneeze with a
tissue, then throw the tissue in the
trash and wash your hands.



When in public, wear a
cloth face covering over
your nose and mouth.



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



Stay home when you are sick,
except to get medical care.



Wash your hands often with soap
and water for at least 20 seconds.



cdc.gov/coronavirus

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What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Here's What You Can do to Help Protect Yourself



Stay home if possible.



Wash your hands often.



Avoid close contact and stay at least 6 feet (about 2 arms' length) from other people.



Clean and disinfect frequently touched surfaces.



Cover your mouth and nose with a cloth face cover when around others.



Cover coughs and sneezes.

Call your healthcare provider if you are sick.

For more information on steps you can take to protect yourself, see CDC's webpage on [How to Protect Yourself](#)



3162 WA May 19, 2020 9:51 AM

cdc.gov/coronavirus

CDC Guidance: Face Coverings and Protection Measures

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS3164304 05/18/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) such as gloves, safety glasses, face shields, and masks that are available to RTC employees will also be made available to student employees in forward facing positions for the college. Students in lab instructional activities will also be given the option to use the above listed PPE when supplies are available. Cloth face masks will be provided to all students participating in labs on campus and are required to be worn.

- **See Appendix A** for required PPE related to COVID-19 and your position/program

COVID-19
WHICH FACE COVERING SHOULD YOU WEAR?

Wear a non-medical, face covering when in public spaces

Face coverings include:

- Cloth face masks
- Scarves
- Bandanas

Save medical masks for healthcare workers and others in high-risk settings

Medical masks include:

- Surgical masks
They may also be labeled as isolation, dental, or medical procedure masks.
- N95 respirators

KCTDCE file 2020_10/14 COVIDPH-WhichMaskToBuy

For more information:
kingcounty.gov/masks

Public Health
Seattle & King County

Face Masks Are Required

Face masks and coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor and Industries safety rules, are always required to be worn while on the RTC campus and off-site instruction areas. Masks may be removed for designated fresh air breaks outside and away from others, during meal breaks, and in an office area where a door can be closed, and the space is not shared with other students or employees. A cloth face covering will be provided to employees and students by RTC for all activities to meet this requirement.

Personal face masks or coverings are permitted, but must:

- Cover the nose and mouth completely.
- Fit securely with as few gaps as possible.
- Not incorporate an exhalation valve which allows aerosolized particles and droplets to pass through the mask unfiltered.

Individuals who do not need to wear face masks include:

- Children two years or younger.
- Children aged 12 years or less, unless parents and caregivers supervise the use of face coverings by children and avoid misuse.
- Any individual who has a physical disability that prevents easily wearing or removing a face covering.
- An individual who is deaf and uses facial and mouth movements as part of communication.
- Any individual who has been advised by a medical professional and can present documentation that wearing a face covering may pose a risk to that individual for health-related reasons.
- Any individual who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

Individuals listed above who are not required to wear a face mask should cover coughs and sneezes by using disposable tissue, washing hands often and after each expectoration.

If you are a **student** and cannot wear a mask for the reasons listed above and need a reasonable accommodation, contact:

Disability Resource Services

- Phone: 425-235-2352 x5540
- Email: Jswanke@rtc.edu

If you are an **employee** and cannot wear a mask for the reasons listed above and need a reasonable accommodation, contact:

Human Resources

- Phone: 425-235-7874
- Email: sallen@rtc.edu

Supervisors and employees are not permitted to grant reasonable accommodations, permanent or temporary, please refer to the above offices for all reasonable accommodations.

CDC Guidance: Sanitization & Disinfection

Use readily available cleaning supplies in your lab or workspace to continually clean and disinfect shared equipment and commonly touched object or surfaces related to your work or lab. RTC has supplied Virex II 256 in a spray bottle for this purpose. Please see the below label for information related to Virex II 256.

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Clean and disinfect frequently touched objects and surfaces.





cdc.gov/COVID19

Use Solution of / Solución diluida de

Virex® II 256

One-Step Disinfectant Cleaner and Deodorant

Limpiador desinfectante y desodorante de un solo paso

ACTIVE INGREDIENTS:

Didecyl dimethyl ammonium chloride	0.034%
n-Alkyl (50% C ₁₄ , 40% C ₁₂ , 10% C ₁₀)	
dimethyl benzyl ammonium chloride.....	0.032%

INGREDIENTES ACTIVOS:

Cloruro de amonio didecilo dimetilo	0.034%
Cloruro de amonio n-alkilo (50% C ₁₄ , 40% C ₁₂ , 10% C ₁₀)	
dimetilbenzilo	0.032%

Sealed Air
Diversey

5

NOT FOR RESALE / NO PARA REVENDER

The product in this container is diluted as directed on the antimicrobial product label by the end-user. Follow the directions for use on the antimicrobial label when applying this product.

USE DILUTION SDS # MS0800549

KEEP OUT OF REACH OF CHILDREN FOR INSTITUTIONAL USE

THIS BOTTLE SHOULD NOT BE USED WITH ANY OTHER PRODUCT.

CONTENTS OF THIS CONTAINER PREPARED BY USER.

ALWAYS RINSE BOTTLE AND DRAIN THOROUGHLY BEFORE REFILLING

Questions? Comments /
1-800-558-2332

EMERGENCY PHONE: 1-800-851-7145

Use Dilution: 1:256

EPA Reg. No. 70627-24

El producto contenido en este recipiente está diluido según lo indicado en la etiqueta del producto antimicrobiano por el usuario final.

Quando aplique este producto, siga las instrucciones de uso de la etiqueta del producto antimicrobiano.

FDS # MS0800549 PARA ESTA DILUCIÓN

MANTENGASE FUERA DEL ALCANCE DE LOS NIÑOS PARA USO INSTITUCIONAL

ESTA BOTELLA NO DEBE USARSE CON NINGÚN OTRO PRODUCTO.

EL CONTENIDO DE ESTE RECIPIENTE FUE PREPARADO POR EL USUARIO.

SIEMPRE ENJUAGUE LA BOTELLA Y DEJAR ESCURRIR COMPLETAMENTE ANTES DE RELLENAR.

¿Preguntas? Comentarios:
1-800-558-2332

TELÉFONO DE EMERGENCIA: 1-800-851-7145

Dilución de uso: 1:256

Registro EPA N° 70627-24

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LBL90488 (1/5/210)

Virex II 256 Kills microorganisms including HIV-1, VRE, MRSA, GRSA, MRSE, VISA, PRSP, Herpes Simplex type 1 & 2, Influenza Type A2, Adenovirus, Rotavirus and many more. **See Appendix B.**

Social Distancing

Supervisors and instructors are responsible for ensuring employees and students are maintaining social distancing practices and wearing appropriate face coverings. In addition, if an instruction or workspace requires floor markings to help ensure distancing practices due to confined areas object placement, supervisors and instructors must determine and label their areas appropriately. Floor markings are available from Facilities in limited quantities, tape can be substituted if it is clearly communicated what the tape markings indicate in each space.

RTC is following guidance for baseline recommendations for higher education institutions and health and safety requirements in Governor Inslee's Proclamation [20-12.1](#)

- **Social distancing + face mask is the best way to prevent the spread of COVID 19. You should maintain social distancing unless there is a specific pedagogical need for closer engagement and additional PPE such as a face shield and gloves are worn. Face masks are always required.**
- **Faculty/supervisors must track which students/employees will need to break the 6-foot social distancing requirement and ensure those that do are wearing face masks and face shields to help prevent the spread of COVID-19. A list should be created and saved daily in order to assist with contact notification in the event a person reports a positive case. This list must include the following for all who break social distancing minimum 6-foot requirements.**
 - **Date**
 - **Time**
 - **Name**
 - **Email address**
 - **Phone number**
- **If a positive case is reported during the course of instruction, students and faculty who have been in close contact defined by the CDC may be advised to self-quarantine for 10-14 days, self-monitor for symptoms, and follow CDC guidance if symptoms develop.**

Personal Hygiene

Wash hands frequently with soap and water for at least 20 seconds!

- Before entering your lab or workspace
- Before using the restroom
- After using the restroom
- Returning from a meal or break period
- Periodically throughout the day
- After adjusting your face mask
- Prior to leaving for the day

COVID-19 Point of Contact for Safety Concerns

To report any safety concerns related to COVID-19 or the procedures contained within this document. Contact RTC Security by calling 425-235-7871 or email security@rtc.edu A security Officer or staff member will forward your concern or issue to an appropriate administrator.

COVID-19 Safety Training

At the beginning of each academic quarter for face to face instruction, RTC will distribute safety training information contained within this document via a Canvas course to help ensure all RTC community members receive and can access the training information. This Safety plan will also be disseminated via RTC email and posted on the RTC website. Anytime the plan is updated a notice will be provided to RTC.

Screening Protocol: www.rtc.edu/CampusAccess

Students and employees attending RTC each day for instruction or work must complete and submit a screening questionnaire prior to *arriving for class or your designated work*. Supervisors and Instructors will have access to ensure screening is completed by all persons present on campus. **Failure to complete daily screening will result in denial of access to the campus or removal from the campus.**

If someone refuses to be screened for building access:

- Remain calm and explain it is a requirement of the college to operate face to face instruction and help prevent the spread of COVID-19 during this public health crisis.
- If they enter the building and have not been screened, call RTC Security at 425-235-7871. Employees will be asked by Security to leave the facility and a report will be forwarded to RTC Human Resources.
- If a student refuses to take the screening survey, they will be asked to leave by security and an alleged conduct violation report will be sent to the RTC Conduct Officer.
- Failure to follow instructions to leave from RTC Security will result in a request for assistance from Renton Police for removal.

To access the COVID-19 Screening Link, go to www.rtc.edu/CampusAccess

Faculty will receive an email notification their students have completed the screening; faculty should verify this with their attendance record at the start of each lab. If a student has not submitted the screening, provide an opportunity for them to complete it before engaging in lab activities.

In the event the online screening tool is not functioning, a supervisor or instructor must screen individuals discreetly by asking the following questions:

1. Have you tested positive for COVID-19?
2. Have you been exposed to or are you caring for or living with someone who has tested positive for COVID-19?
3. Do you have a new fever (100.4 degrees or higher), or a sense of having a fever?
4. Do you have a new cough that cannot be attributed to another health condition?
5. Do you have shortness of breath or difficulty breathing that cannot be contributed to another health condition?

6. Do you have new muscle aches that you cannot contribute to another health condition?
7. Do you have new respiratory system symptoms such as a sore throat, runny nose, nasal congestion or sneezing you cannot attribute to another health condition?
8. Do you have new chills or repeated shaking with chills you cannot attribute to another health condition?
9. Do you have new loss of taste or smell you cannot attribute to another condition?

If someone answers yes to any of the above questions, they should be sent home and advised to contact their health care provider. Ensure you have their accurate contact information.

Students and employees may request to have their temperature taken if they begin to not feel well or are concerned, they have developed a fever. RTC instructors or the COVID-19 Supervisor can provide a thermometer to give to the person to measure temperatures if needed. If a normal range temperature is not displayed, it may result in being dismissed from the campus until fever symptoms have been absent for at least 24 hours.

Restroom and sink locations

Each instruction or work area must identify the nearest restroom and handwashing station for use and communicate this to students and employees. This information can also be posted at the lab entry point.

See Appendix C

Break Protocol

Instructors and supervisors must manage breaks and meal periods to ensure:

- Break staggering, no gathering inside or outside
- No sitting in vehicles with anyone outside their household
- Meals are consumed in a safe location where a mask can be removed.
- All returning from breaks or meal periods have washed their hands and donned their face coverings

Facility Protocol

- RTC will increase HVAC system flow and output to help clear air from campus facilities.
- If your instruction or work area has windows, keep them open until instruction or work has completed
- Physical barriers put in place where exchanges or inspection of work take place
- If your instruction or work area has a door that leads into a shared hallway, keep it propped open during work or instruction. Do not prop open exterior building or room doors that cannot be monitored for access
- Restroom doors identified for instruction or work use for each specific area will be propped open to reduce touched surfaces. Signage will be posted for social distancing and safe practices for occupancy and hand washing. Do not close restroom doors unless they are designated for single occupancy

Security Protocol

Instruction and work area exterior doors are always to be secured in order to prevent unauthorized access of persons who have not been properly screened to be on site including visitors and the public.

Students and employees are encouraged to wear RTC Identification badges. Access badges will be provided to students to help keep buildings secured where necessary. Faculty can provide a list of registered students to msmith@rtc.edu and mvielbig@rtc.edu in order to receive access cards for students. If a visitor or unknown person accesses your instruction area or workspace and does not have business at the college, contact RTC Security immediately by calling 425-235-7871. Be prepared to provide:

- A description of the person
- Their behavior
- The purpose of their presence
- Current location or last known direction of travel

Do not be intimidated to ask an unauthorized person to leave your instruction or workspace for your personal safety or the safety and security of your students or employees.

Disinfect any areas an unknown person may have touched/accessed.

Symptom Development Protocol

All students and employees will be informed to stay home when sick or not feeling well. In the event you develop COVID-19 Symptoms at RTC, you must:

- Notify your supervisor or instructor immediately
- Leave the site and find a way to get home safely
- Get a test *immediately* if you have symptoms or if you've been in close contact with someone who's been diagnosed with COVID.
- Call your healthcare provider to get a test, but if that's not an option, access one of the [free testing sites](#) across the county. No one will be turned away.
- People can be most infectious a few days before symptoms appear and the first few days after onset of symptoms. So get tested at the first sign of illness!
- If you're not feeling well, be sure to isolate yourself from others even *before* you get a test.
- Some people may have challenges with isolation - to meet basic needs such as food or medications. King County can help connect folks to resources – call the King County COVID-19 call center at (206)477-3977.
- Update your supervisor or instructor on test results

All working surfaces should be disinfected and cleaned thoroughly at the report of a student or employee becoming sick while at work. All other employees should continue to practice good hygiene by washing their hands regularly and continued use of required PPE.

If symptoms of COVID-19 or an illness develops off-site, the student or employee must:

- Notify their supervisor or instructor
- Monitor their health and COVID-19 symptoms
- Self-Isolate and contact their health care professional if symptoms worsen

- Seek guidance for COVID-19 testing if necessary
- Update their supervisor or instructor on test results

When to Self-Quarantine

Self-quarantine when you have had close contact as defined by the Center for Disease Control (CDC) with someone who has tested positive with COVID-19. Quarantine for at minimum 10 days and if possible, 14 days and in doing so, do not attend school or work. Avoid public places and wear a mask. The CDC defines close contact as being within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. More details can be found [here](#).

Negative Test Report

A student or employee may notify you that they have been tested for COVID-19 because of close contact to, or caring for someone who has a confirmed case of the illness. Even if the test result was negative, it is the current advice of King County Public Health and the CDC to self-quarantine for a minimum of 10 days, 14 days if possible, as it can take up to 8 days for symptoms to appear. Unfortunately, a negative test result doesn't mean that one is not infected – it means that one didn't have COVID-19 at the time of the test. Tests are most accurate 5-7 days after exposure to an ill person. The student or employee will need to communicate with their instructor(s) or supervisor if self-isolation will interfere with their attendance or work.

Positive Test Report www.rtc.edu/exposed

In the event a student or employee notifies you they have been tested for COVID-19 and the test result was positive, notify RTC by filling out the COVID-19 Exposure/ Positive test form at www.rtc.edu/exposed.

- In the event you test positive or someone informs you they have tested positive for COVID-19, refer them to fill out the short survey at www.rtc.edu/exposed.
- This survey is confidential and will only be shared with necessary RTC Administrators and possibly public health officials to help stop the spread of COVID-19.
- An RTC administrator will contact you to confirm your submitted information and help provide referrals if needed.
- Notify your instructor so they can provide you with options for course completion.
- Employees notify Human Resources for further guidance.

Isolation After Positive Test Results

When You Can Be Around Others After You Have Had or Likely Had COVID-19

[If you have or think you might have COVID-19](#), it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. **If you have [an emergency warning sign \(including trouble breathing\)](#), get emergency medical care immediately.**

I think or know I had COVID-19, and I had symptoms

You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations **do not** apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. [Persons who are severely immunocompromised](#) may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with [an infectious disease expert or your local health department](#) to determine whether testing will be necessary before you can be around others.

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

- The best way to protect yourself and others is [to stay home for 14 days if you think you’ve been exposed](#) to someone who has COVID-19. Check [your local health department’s website](#) for information about options in your area to possibly shorten this quarantine period.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home.

- Has COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

Confirmed and suspected cases of reinfection of the virus that causes COVID-19

[Cases of reinfection](#) of COVID-19 have been reported but are rare. In general, reinfection means a person was infected (got sick) once, recovered, and then later became infected again. Based on what we know from similar viruses; some reinfections are expected.

[Behavioral Health Services/Employee Assistance](#)

RTC understands the current pandemic has caused community members to experience a number of hardships and emotional experiences. Employees may access support services through the Employee Assistance Program and Behavioral Health services offers short-term individual counseling, as well as crisis assistance to current RTC students who are experiencing personal concerns that interfere with their success at RTC. Short-term counseling is defined as up to eight sessions and can be extended, on an as-needed basis to twelve, fifty-minute sessions, per academic year. Referrals for continuing counseling off-campus are available and provided when appropriate.

[For Students](#)

During the temporary college closure, we are offering services via phone and video calls.

Scheduling your first appointment:

- Call and leave a message detailing your information **(425-235-5759)**
- Email Behavioralhealth@rtc.edu and ask us to call you.

[Behavioral Health Services Virtual Zoom Lobby](#)

Available: Wednesday, 11 a.m.-noon [Join by clicking here](#)

Meeting ID: 951-1007-5365

Phone: (253) 215-8782

[For Employees](#)

Please refer to the [State Employee Assistance Program \(EAP\)](#).

Lab/Class Delay and Cancellation

In the event a potential exposure in an instructional area forces students to self-quarantine, the course may be suspended and scheduled to resume after the quarantine period is over. If instruction cannot be completed remotely, an alternative schedule will be developed or the program may be canceled.

For information on tuition refunds please visit: www.rtc.edu/tuition-refund

CDC Guidance on Community Exposure:

Current guidance based on community exposure, for people exposed to people with known or suspected COVID-19 or possible COVID-19

Individual who has had close contact (within 6 feet for a total of 15 minutes or more)

Exposure to

- Person with COVID-19 who has [symptoms](#) (in the period from 2 days before symptom onset until they meet criteria for [discontinuing home isolation](#); can be laboratory-confirmed or a clinically compatible illness)
- Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any [symptoms](#) (in the 2 days before the date of specimen collection until they meet criteria for [discontinuing home isolation](#)).

Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)

Recommended Precautions for the Public

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- The best way to protect yourself and others is to [stay home for 14 days if you think you've been exposed to someone who has COVID-19](#). Check your [local health department's website](#) for information about options in your area to possibly shorten this quarantine period.
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever [\[1\]](#), cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19
- Follow [CDC guidance](#) if symptoms develop

All U.S. residents, other than those with a known risk exposure

Exposure to

- Possible unrecognized COVID-19 exposures in U.S. communities

Last Update: December 15 2020


Recommended Precautions for the Public

- [Practice social distancing](#) and other [personal prevention strategies](#)
- Be alert for symptoms
 - Watch for fever [\[1\]](#) , cough, or shortness of breath, or other [symptoms](#) of COVID-19
 - Check temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or taking certain fever-reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDs]).

** Data to inform the definition of close contact are limited. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), and whether the exposure was to a person with symptoms (e.g., coughing likely increases exposure risk). While research indicates masks may help those who are infected from spreading the infection, there is less information regarding whether masks offer any protection for a contact exposed to a symptomatic or asymptomatic patient. Therefore, the determination of close contact should be made irrespective of whether the person with COVID-19 or the contact was wearing a mask. Because the general public has not received training on proper selection and use of respiratory PPE, it cannot be certain whether respiratory PPE worn during contact with an individual with COVID-19 infection protected them from exposure. Therefore, as a conservative approach, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE, which is recommended for health care personnel and other trained users, or a mask recommended for the general public.

***Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the infected person cough directly into the face of the exposed individual) remain important.

Integration of these definitions and actions into communications and actions of public health authorities can be guided by CDC's "[Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#) 

Positive Test Facilities Response Protocol

The space(s) may be temporarily closed for cleaning and disinfecting. Instruction or work will be moved to online modules until it is deemed safe to return to the site and resume work or instruction in person (see COVID-19 Control and Response Procedures for details).

See Appendix F COVID-19 Control and response Procedures

Appendix A: COVID-19 and Personal Protective Equipment (PPE)

During the COVID-19 pandemic, occupational exposure to SARS-CoV-2, the virus that causes COVID-19, may vary from very high to low risk. The level of risk depends in part on the industry, type of work performed, and the need for direct physical contact or repeated or extended time within 6 feet in proximity to people known to be, or suspected of being infected with SARS-CoV-2. To help departments determine appropriate precautions, Campus Security has adopted the OSHA Occupational Risk levels to characterize our work on campus, consisting of very high, high, medium, and low.

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The most important things we can all do to limit the spread of illness are to:

- Stay home when you are sick and avoid close contact with others.
- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer, with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Wear a mask to protect others when you are in any indoor or outdoor public space where you may be within 6 feet of someone who doesn't live with you.
- Avoid contact with people who are sick.
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing. Immediately throw the tissue in the garbage.
- Practice social distancing- Keep at least six feet between yourself and others as much as possible.

COVID-19 Personal Protective Equipment (PPE) Risk Level Summary

Risk Level	Risk Description	Job Role / Activity	RTC Employee Category	PPE
VERY HIGH	Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, post-mortem or laboratory procedures.	Healthcare workers performing aerosol generating activities, Morgue workers	N/A	<ul style="list-style-type: none"> • Respirator (N95 or PAPR) • Disposable Gown • Safety glasses or chemical goggles • Face shield or surgical mask (extends N95 life) Disposable gloves
HIGH	Jobs with a high potential for exposure to known or suspected sources of COVID-19, such as hospitals, care facilities, or clinics. No aerosol generating procedures performed.	Healthcare or laboratory personnel collecting/handling specimens from known or suspected COVID-19 patients, Healthcare Delivery and Support Staff, Medical Transport Workers, Mortuary Workers, General Healthcare Employees	N/A	<ul style="list-style-type: none"> • Surgical masks or respirator when available (N95, cartridge-style respirator, or PAPR) • Disposable gloves Disposable gowns, Safety glasses or chemical goggles • Face shield (extends N95 life)
Medium	Jobs that require disinfection of a workspace or facility after a COVID-19 positive person has been present.	Custodial response for enhanced disinfection for a known or suspected COVID-19 location	Custodian	<ul style="list-style-type: none"> • Disposable Gloves • Disposable Gown • Safety goggles or face shield • N-95 face mask (if available) • Face mask with N-95 equivalent filter
	Jobs that require close contact with people who may be infected but show no symptoms	<ul style="list-style-type: none"> • On-campus Faculty • Cashiers • Financial Aid Specialist • Registration Specialist • Administrative Assistants 	In-person public-facing positions with transactional exchanges or contact	<ul style="list-style-type: none"> • Cloth face mask • Safety glasses or face shield (in lieu of desktop barrier) • Desktop barrier • Disposable gloves for transactional exchanges

<p>Low</p>	<p>Jobs that do not require contact with people known to be or suspected to be infected.</p> <p>(Workers in this category have minimal occupational contact with the public and other coworkers)</p>	<ul style="list-style-type: none"> • Custodians • Maintenance • Grounds 	<p>Positions with no person to person exchanges or contact</p>	<ul style="list-style-type: none"> • Cloth face masks as recommended by the CDC and department of Health
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Appendix B: VIREX II 256 Hazard Communication

VIREX II 256

STORAGE AND DISPOSAL

Do not contaminate water, food or feed by storage or disposal.

PESTICIDE STORAGE

Do not reuse empty container. Keep from freezing.

PESTICIDE DISPOSAL

Pesticide wastes are acutely hazardous. Improper disposal of excess pesticide, spray mixture, or rinsate is a violation of Federal law. If these wastes cannot be disposed of by use according to label instructions, contact your State Pesticide or Environmental Control Agency, or the Hazardous Waste representative at the nearest EPA Regional Office for guidance.

CONTAINER DISPOSAL

Nonrefillable container. Clean container promptly after emptying. Triple rinse as follows: Empty the remaining contents into application equipment or a mix tank. Fill the container ¼ full with water and recap. Shake for 10 seconds. Follow Pesticide Disposal instructions for rinsate disposal. Repeat this procedure two more times. Then offer for recycling if available or puncture and dispose of in a sanitary landfill, or by incineration.

PRECAUTIONARY STATEMENTS HAZARD TO HUMANS AND DOMESTIC ANIMALS

DANGER: Corrosive. Causes irreversible eye damage and skin burns. Do not get in eyes, on skin or on clothing. Wear chemical splash-proof goggles or face shield, rubber gloves and protective clothing. Harmful if swallowed, inhaled or absorbed through skin. Avoid breathing spray mist. Wash thoroughly with soap and water after handling and before eating, drinking, chewing gum, using tobacco or using the toilet. Remove contaminated clothing and wash before reuse.

EPA Reg. No. 70627-24
EPA Est. No. 0312-WI-3 (NW)

FOR INSTITUTIONAL USE

Questions? Comments:
1-800-558-2332

Manufactured for:
©2016 Diversy, Inc., PO Box 19747,
Charlotte, NC 28219-0747, U.S.A.
All Rights Reserved.
SDS # MS0800549

This product is a one-step **germicidal** disinfectant cleaner and deodorant designed for general cleaning, disinfecting, deodorizing, and **killing mold and mildew** on hard, non-porous environmental surfaces. It cleans quickly by removing dirt, grime, mold, mildew, body oils and **other organic matter commonly found in:** hospitals, nursing homes, medical offices, hotels, motels, public areas, restrooms, schools and colleges, and foodservice establishments.

It is designed for use on the following hard, non-porous environmental surfaces: ceilings, chairs, countertops, fixtures, sinks, tables, telephones, toilets, urinals, walls, and other items made of aluminum, brass, chrome, copper, glass, glazed ceramic, glazed porcelain, glazed tile, laminated surfaces and baked enamel surfaces associated with floors, painted surfaces, plastic, stainless steel, vinyl – any hard, non-porous washable surface where disinfection is required. This product's non-dulling formula eliminates the time and labor normally required for rinsing. A potable water rinse is required for food contact surfaces. Do not use on glasses, dishes and utensils.

DIRECTIONS FOR USE:

It is a violation of Federal Law to use this product in a manner inconsistent with its labeling.

When used as directed at a 1:256 dilution (1/2 oz. per gallon of water), this product contains 660 ppm of active quaternary germicide making it highly effective against a wide variety of pathogenic microorganisms.

Using AOAC test methods under Good Laboratory Practices, in the presence of 400 ppm hard water, 5% soil and 10 minute contact time, this product kills the following on hard non-porous inanimate surfaces:

***Viruses –** *Adenovirus Type 2.

Fungi: *Aspergillus niger*, *Trichophyton mentagrophytes* (athlete's foot fungus).

Yeast: *Candida albicans*.

Using AOAC test methods under Good Laboratory Practices, 5% soil and 10 minute contact time, this product kills the following on hard non-porous inanimate surfaces:

Bacteria – *Pseudomonas aeruginosa*, *Staphylococcus aureus*, *Salmonella enterica* formerly known as *Salmonella choleraesuis*, *Acinetobacter baumannii*, *Acinetobacter calcoaceticus*, *Enterococcus faecalis* formerly known as *Streptococcus faecalis*, *Escherichia coli*, *Escherichia coli* O157:H7, *Klebsiella pneumoniae*, *Listeria monocytogenes*, *Proteus mirabilis*, *Proteus vulgaris*, *Salmonella enteritidis*, *Salmonella typhi*, *Serratia marcescens*, *Shigella dysenteriae*, *Staphylococcus epidermidis*, *Streptococcus agalactiae*, *Streptococcus pyogenes* ("Strep A" - Flesh Eating Strain)

Antibiotic-Resistant Bacteria – *Enterococcus faecalis*, Resistant to Vancomycin (VRE); *Staphylococcus aureus*, Intermediate Vancomycin Resistance (VISA); *Staphylococcus aureus*, Resistant to Methicillin (MRSA) Gentamicin (GRSA); *Staphylococcus epidermidis*, Resistant to Methicillin (MRSE); *Streptococcus pneumoniae*, Resistant to Penicillin (PRSP).

***Viruses –** *Cytomegalovirus, *Herpes Simplex virus Type 1, *Herpes Simplex virus Type 2, *Human Coronavirus, *Influenza virus Type A2 (Hong Kong), *Parinfluenza virus Type 3, *Respiratory syncytial virus, *Rotavirus, *Vaccinia virus. Kills *HIV-1 (AIDS virus) when used as directed on hard, non-porous inanimate surfaces with a 1 minute contact time. Kills *HBV & *HCV when used as directed on hard, non-porous inanimate surfaces with a 5 minute contact time.

*Kills Pandemic 2009 H1N1 Influenza A virus

Fungi/Yeast – *Geotrichum candidum*, *Saccharomyces cerevisiae*.

Bactericidal Stability of Use-Dilution – When diluted, it should remain effective against *Pseudomonas aeruginosa*, *Staphylococcus aureus* and *Salmonella enterica* for up to 1 year in storage as long as it remains sealed. If product becomes visibly dirty or contaminated, the use-dilution must be discarded and fresh product prepared. Always use clean, dry containers when diluting this product.

This product can be applied by mop, sponge, cloth, disposable cloth, disposable wipe, paper towel, microfiber, coarse trigger sprayer, auto-scrubber or foam gun. Change cloth, sponges, wipes or towels frequently to avoid redeposition of soil. For disinfection, surfaces must remain wet for 10 minutes.

This product is not to be used as a terminal sterilant/high level disinfectant on any surface or instrument that (1) is introduced directly into the human body, either into or in contact with the blood stream or normally sterile areas of the body, or (2) contacts intact mucous membranes but which does not ordinarily penetrate the blood barrier or otherwise enter normally sterile areas of the body. This product may be used to pre-clean or decontaminate critical or semi-critical medical devices prior to sterilization or high level disinfection.

To Prepare Use Solution: Add the product at 1/2 oz. per gallon of water (1:256).

For Use as a One-Step Cleaner/Disinfectant: Pre-clean heavily soiled areas. Apply Use Solution to hard, non-porous environmental surfaces. All surfaces must remain wet for 10 minutes. Wipe surfaces and let air dry.

Rinsing is not necessary unless floors are to be coated with finish or restorer. All food contact surfaces such as appliances and kitchen countertops must be rinsed with potable water. Do not use on glassware, utensils, or dishes.

To Kill Fungi, Mold and Mildew: Pre-clean heavily soiled areas. Apply Use Solution to hard, non-porous environmental surfaces. Allow surface to remain wet for 10 minutes. Wipe surfaces and let air dry.

***Kills HBV, HCV and HIV-1 on pre-cleaned environmental surfaces/objects previously soiled with blood/body fluids** in health care settings (Hospitals, Nursing Homes) and other settings in which there is an expected likelihood of soiling of inanimate surfaces/objects with blood or body fluids, and in which the surfaces/objects likely to be soiled with blood or body fluids can be associated with the potential for transmission of Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus Type 1 (HIV-1) (associated with AIDS).

SPECIAL INSTRUCTIONS FOR CLEANING AND DECONTAMINATION AGAINST HBV, HCV and HIV-1 ON SURFACES/OBJECTS SOILED WITH BLOOD/BODY FLUIDS.

Personal Protection: Disposable latex or vinyl gloves, gowns, face masks, and eye coverings as appropriate, must be worn during all cleaning of body fluids, blood, and decontamination procedures.

Cleaning Procedures: Blood and body fluids must be thoroughly cleaned from surfaces and objects before application of this product.

Contact Time: Allow surface to remain wet for 1 minute to kill HIV-1, 5 minutes to kill HBV and HCV, and for 10 minutes to kill all other organisms cited on the label.

Disposal of Infectious Material: Blood and other body fluids must be autoclaved and disposed of according to Federal, State, and local regulations for infectious waste disposal.

FOR USE TO KILL VIRUSES, USE AS DIRECTED ON HARD, NON-POROUS INANIMATE SURFACES WITH A 1 TO 5-MINUTE CONTACT TIME, WIPE SURFACES, AND ALLOW TO AIR-DRY.

USE GLOVES, FACE MASK, AND EYE PROTECTION WHEN HANDLING/DISINFECTING.

DISINFECTION SHOULD OCCUR REGULARLY BETWEEN USES OF SHARED ITEMS IN LAB SPACES, DESIGNATE DISINFECTION TO BE COMPLETED COLLECTIVELY OR ASSIGNED.

Last Update: December 15, 2020

Appendix C: Work/Instruction Space Information

This information is to be updated and posted daily at each location of instruction or work.

COVID-19 Point of Contact: RTC Security.

Phone: 425-235-7871

Email: security@rtc.edu

Renton Technical College
3000 NE 4th St. Renton WA 98056

- Building _____
- Room number _____
- Type of work or instruction: _____
- Supervisor or Instructor: _____
- Phone: _____ Email: _____
- Maximum number of occupants for social distancing in this space: _____

Required daily COVID-19 health screening: www.rtc.edu/CampusAccess

Report Exposures or Positive Cases: www.rtc.edu/exposed

Have all employees and students completed the daily health screening and attendance log?

- COVID-19 related PPE Supply levels are sufficient (Request to replenish at ¼ remaining: msmith@rtc.edu)
- Restroom and sink locations have been communicated to students and employees
- Safety Training and Protocols have been communicated to students and employees
- Designated restroom location: _____
- Designated hand washing station: _____
- Location of disinfection kit: _____

Mark each day completed below:

JANUARY 2021 (18) S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2021 (18) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MARCH 2021 (19) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APRIL 2021 (19) S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	MAY 2021 (19) S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 2021 (17) S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Appendix D: COVID-19 Related PPE Supply Stock and Requests

RTC will supply PPE related to COVID-19 control and response risks. Program specific PPE should continue to be ordered through regular program channels. Note: If PPE is not available, programs may not commence. Ensure your program has enough stock of required PPE prior to starting labs and each week as labs proceed. To replenish or request any of the following items please email The Administrative Assistant for Facilities and Security at msmith@rtc.edu or call 425-235-7837.

DISINFECTION KIT:

- Virex II 256
- Disposable gloves for disinfection of equipment and surfaces
- Disposable disinfecting wipes
- Cloth paper towels
- Eye protection (for use with Virex II 256)

CLOTH MASKS

RTC will supply washable and reusable 2-ply fabric masks to employees and students returning to campus. These masks are required to be worn inside buildings and when others are nearby outside. For more information, please reference RTC Policy and Procedure 7.17 COVID-19 Control and Response Procedure. To obtain a cloth face mask from RTC, please email The Administrative Assistant for Facilities and Security at msmith@rtc.edu or call 425-235-7837. Faculty will be provided enough cloth masks for returning students on the first day of instruction.

MEDICAL MASKS

In the event an employee or student does not have a cloth face mask to wear, a single use medical face mask may be provided, however there is a limited quantity and Public Health is asking these masks be reserved for healthcare settings where reusable masks are difficult to administer and maintain. Faculty should keep these masks separate from disinfection kits in a secured location for distribution and to prevent theft.

SAFETY GLASSES

May be provided to those categorized as medium risk where contact or exchanges may be necessary in lieu of a physical clear acrylic barrier. A pair will be provided initially and then again when they are worn out or deficient. Safety glasses will also be provided in disinfection kits and can be reused if disinfected or sanitized for use with Virex II 256 applications.

FACE SHIELDS

Face shields consist of a headband and layer of clear plastic film to help prevent transmission of aerosolized particles and droplets in settings where a person receiving care may not be able to wear a face mask or covering, such as a dental exam. A face shield can also be used to prevent splashes from blood borne pathogens, to provide more protection than protective splash goggles. A face shield may also be used to help contain some aerosolized particles and droplets if a person is unable to wear a cloth face mask. When available, face shields will be offered as additional PPE to utilize in tandem with a cloth face mask for additional protection and to help stop the spread of COVID-19.

GLOVES

RTC will supply gloves for using disinfection and sanitization supplies in the form of non-medical grade nitrile or vinyl which may also be used by employees and students where there are shared workstations, equipment, or transfer of items from one person to another.

Appendix E: Custodial Cleaning Schedule

Custodians will perform routine cleaning on a daily basis. Routine cleaning will consist of cleaning and disinfecting of all restrooms, emptying of trash and recyclables, vacuuming of high traffic areas and spot cleaning horizontal and vertical surfaces. Special attention will be paid to high touch surfaces throughout campus. These surfaces will be cleaned and disinfected on a daily basis. High touch surfaces include:

- Door handles and knobs
- Light switches
- Tables and Desks
- Hand rails
- Bathroom stalls
- Faucets and sink handles
- Water fountains
- Handicapped door switches
- Elevator call buttons
- Urinal and toilet handles
- Alarm Panels

High touch surfaces in the common areas of Buildings C and I will be disinfected on an hourly basis throughout the day. Instructors are responsible for their normal cleaning duties in their personal work spaces. Students are responsible for cleaning and disinfecting the following areas:

- Work stations (countertops, desks and tables)
- Computer keyboards and mice
- Chairs
- Equipment handles

Each classroom and lab will be provided with a disinfecting kit. Each kit will consist of the following supplies:

- 1 Spray bottle of Virex II 256 disinfectant
- 1 Box of disposable gloves (100 gloves per box)
- 1 Tub of disinfectant wipes (100 wipes per tub)
- 1 Box of disposable paper towels (100 per box)
- 10 Pairs of safety glasses
- 1 Box of disposable masks (50 per box)
- 1 Cloth masks (one per student)

Virex II 256 is a hospital grade disinfectant and can be used on countertops, desks and tables. When using Virex II 256, spray the solution on the surface that is to be disinfected, let it remain wet for 10 minutes and then wipe dry with disposable towel. The disinfectant wipes can be used on computer keyboard and mice. When

using the disinfectant wipes, wipe entire surface until wet. The surface must remain wet for 1 - 3 minutes and let air dry.

Appendix F: RTC COVID-19 Control and Response Procedure

RENTON TECHNICAL COLLEGE POLICY & PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY
7	17	COVID-19 Control and Response Procedures	Adopted: 6/2020 Revised: 12/2020 Reviewed: Sponsor: J. Gilmore English

POLICY:

Control measures and response procedures of this policy have been established for compliance with restarting Higher Education & Critical Infrastructure Workforce Training programs in response to COVID-19 and subsequent orders from the Governor. This policy and procedure may be subject to change as updated information and best practices are communicated through governmental policies and public health guidelines.

Renton Technical College Programs will operate according to standards, control measures, and response procedures outlined below. Failure to adhere to control measures and response procedures may result in work and instructional activities being shut down, as well as necessary disciplinary action for employees and/or students.

Definitions:

COVID-19:

An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) which can result in severe symptoms of fever, cough, fatigue, difficulty breathing, and loss of taste and smell. Some carriers may be asymptomatic.

COVID-19 Safety Training:

Training that ensures the review and compliance of the COVID-19 Safety Plan with all onsite instructors and department supervisors.

COVID-19 Exposure:

Remaining in proximity (within 6 feet) of a person who is positive with COVID-19 for more than 15 minutes.

Face Masks/Coverings:

A form of PPE to be worn that may protect the person wearing the mask/covering or may be designed to prevent the spread of aerosolized particle or droplets from a cough, sneeze, breathing, or talking.

Personal Protective Equipment:

Commonly referred to as PPE, items that are designed to be worn to protect the wearer from hazards.

Social/Physical Distancing:

Maintaining a constant distance between all persons 6 feet or approximately 2 meters always.

PROCEDURE:

Renton Technical College will post a comprehensive COVID-19 exposure control, mitigation, and recovery plan that will be available online and distributed to the College Community. This plan will be available for inspection upon request.

Last Update: December 15, 2020

I. COVID-19 Point of Contact

All safety concerns and reports of COVID-19 related incidents must be reported to RTC Security to initiate a proper response from the College.

II. COVID-19 Safety Training

Safety training will be provided to the RTC community at the beginning of each academic quarter. The purpose will be to explain the protective measures in response to COVID-19. The safety training will consist of communicating:

- Operations within the workplace/instruction area
 - Meeting locations with proper distancing, for daily attendance and safety training/briefing.
 - Screening all employees/students prior to building entry for symptoms daily.
 - Face mask or covering worn always except isolated fresh air breaks, outside away from buildings and others.
 - Designated building entry/exit points.
 - Buildings security during lab instruction.
 - Communicating protocols related to breaks.
 - Students/employees may be dismissed from campus for the day if safety protocols are not followed. Intentional disregard may result in disciplinary action.
- Social and physical distancing practices including floor markings indicating direction of travel in confined areas.
- Identified choke points and high-risk areas that should be avoided.
- Locations to wash/sanitize hands.
- Instructions to wash hands often, at least once per hour.
- Avoid touching unnecessary items, face, eyes, nose, and mouth.
- Available disinfectants (sanitization station in each instruction area) and how to use them properly.
- Daily safety briefings.
- Program Deans will work collectively with faculty and the COVID-19 supervisor to resolve safety concerns in a timely manner.

III. COVID-19 Canvas Course

A COVID-19 safety training course will be made available on RTC's Canvas site for students and employees.

IV. Travel Restrictions

Any employee or student who has travelled internationally with the intent to return to campus for work or instructional purposes, must self-quarantine for 14 days. If you have traveled or are planning to travel and will be returning to work/instructional areas, notify your supervisor/instructor immediately as this can affect student standing, financial aid eligibility, and the ability to work on site.

V. Social/Physical Distancing

Students and employees should maintain social/physical distancing standards, which is a minimum of 6 feet, or 2 meters from others.

In circumstances where physical/social distancing cannot be met, additional PPE must be utilized to help prevent the possible spread of COVID-19.

Gathering, huddling, or breaking a 6-foot distance between persons must be prevented by taking breaks, lunch, and performing certain tasks in shifts.

VI. Personal Protective Equipment:

Appropriate PPE such as gloves, mask, safety glasses, goggles, or face shields will be made available for student employees and personnel working with others or in any public facing job and/or whose responsibility includes operating within physical distancing limits of 6 feet. In the event PPE is not available to work safely under the above circumstances, work may be reassessed to operations that allow for remote work or isolation for work to continue. If PPE is not available and workers cannot isolate, the work activity may be suspended. PPE may be supplied to lab instruction for students when available as an additional precaution to help prevent the spread of COVID-19. If a program requires PPE for the activity and it is not available, the program will stop and will only resume when appropriate PPE is available.

Current shortages have made it difficult to procure N-95 masks, nitrile gloves, and disposable gowns. If a program requires these items, ensure stock is available and can be replenished. Labs will not commence until programs can meet and maintain all requirements, including providing materials, schedules, and equipment required to comply.

Face masks and coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor and Industries safety rules, are always required to be worn while on the RTC campus and off-site instruction areas. Masks may be removed for designated fresh air breaks outside and away from others, during meal breaks, and in an office area where a door can be closed, and the space is not shared with other students or employees. A cloth face covering will be provided to employees and students by RTC for all activities to meet this requirement.

Personal face masks or coverings are permitted, but must:

- Cover the nose and mouth completely.
- Fit securely with as few gaps as possible.
- Not incorporate an exhalation valve which allows aerosolized particles and droplets to pass through the mask unfiltered.

Individuals who do not need to wear face masks include:

- Children two years or younger.
- Children aged 12 years or less, unless parents and caregivers supervise the use of face coverings by children and avoid misuse.
- Any individual who has a physical disability that prevents easily wearing or removing a face covering.
- An individual who is deaf and uses facial and mouth movements as part of communication.
- Any individual who has been advised by a medical professional and can present documentation that wearing a face covering may pose a risk to that individual for health-related reasons.
- Any individual who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.

Individuals listed above who are not required to wear a face mask should cover coughs and sneezes by using disposable tissue, washing hands often and after each expectoration.

VII. Personnel Tracking

A daily health screening log will be kept for all program activities and employees. The log includes:

- Full name
- Contact phone number
- Email address
- Buildings visited
- Duration of time in buildings visited

VIII. Personal Hygiene and Cleanliness

Hand washing stations are available to all employees and students. They are clearly marked and identifiable. The appropriate location for handwashing for the program is communicated in the safety trainings.

Employees and students should wash hands regularly for 20 seconds

- Upon entering a building.
- Before and after restroom use.
- Before and after eating, coughing, sneezing, blowing one's nose, and after adjusting or touching one's mask.
- Hand sanitizer with a minimum alcohol content of 60% can be used to supplement hand washing but should not be substituted for washing hands regularly.

Clean your work/instruction area with provided disinfectants before and after use.

Required hygienic practices will be posted and visible to all employees, students, and potential visitors.

IX. Health and Symptoms

Employees and students may not participate on site for program activities when:

- They are feeling sick.
- Have been exposed to another person who has tested positive for COVID-19.
- They develop symptoms of COVID-19.

A screening survey has been created and can be found at www.rtc.edu/CampusAccess. Failure to complete the health screening survey for access may result in removal from the campus.

A. Screening questions

1. Have you tested positive for COVID-19?
2. Have you been exposed to anyone who has tested positive for COVID-19, including living with or caring for a COVID-19 patient?
3. Do you have a new fever (100.4 degrees or higher), or a sense of having a fever?
4. Do you have a new cough that cannot be attributed to another health condition?
5. Do you have shortness of breath or difficulty breathing that cannot be contributed to another health condition?
6. Do you have new muscle aches that you cannot contribute to another health condition?
7. Do you have new respiratory system symptoms such as a sore throat, runny nose, nasal congestion or sneezing you cannot attribute to another health condition?
8. Do you have new chills or repeated shaking with chills you cannot attribute to another health condition?
9. Do you have new loss of taste or smell you cannot attribute to another condition?

If someone answers yes to any of the above questions, they should be sent home and advised to contact their health care provider. Ensure you have their accurate contact information.

Employees and students may request to have their temperature taken with a “no-touch” infrared thermometer in the event they are unsure if they have a fever. RTC instructors or the COVID-19 Supervisor can measure temperatures if needed. If an abnormal range temperature results, the student/employee may be dismissed from the campus until fever symptoms have been absent without fever reducers for at least 24 hours.

If an employee or student develops symptoms during work or study, they must notify their supervisor immediately and report all locations they worked for immediate cleaning and disinfecting once they have been dismissed.

X. Exposure, Positive Reporting, and Contact Notification

When an RTC community member tests positive for COVID-19 and has exposed persons or facilities at Renton Technical College, RTC must be notified as soon as possible to begin contact notification.

To report a positive COVID-19 test or to report a COVID-19 exposure incident:

- Visit www.rtc.edu/exposed to report if you have been exposed to COVID-19 or have tested positive for COVID-19. Information regarding positive COVID-19 community members will be kept confidential as exposure notification takes place in accordance with the Americans with Disabilities Act (ADA).
- If you are contacted for contact notification you may be advised to self-quarantine and monitor your health for signs of COVID-19.

Renton Technical College will notify those who have been possibly exposed to a person who has tested positive for COVID-19 once a COVID-19 positive report has been established. Communication to those affected will include information how to respond and proceed based on Center for Disease Control Public Health Recommendations for Community-Related Exposure.

The Washington State Department of Health and county public health offices will work together to conduct contact tracing when they receive positive COVID-19 test results. RTC may share class roster and COVID-19 health screening survey information with public health officials in order to increase contact tracing efficiency.

XI. Routine Cleaning and Disinfection

Students and instructors will disinfect lab equipment and surfaces at the end of each lab period and prior to the lab space being used by the end of each class/lab session.

Employees will disinfect shared equipment they use and oversee at the start and end of each workday. Disinfecting will be conducted with RTC provided disinfectants and cleaning supplies.

Custodians will provide routine cleaning and disinfection of all trafficked areas to include, but not limited to, restrooms, doors, door handles, and other surfaces required in their daily routine cleaning protocols.

XII. Facility Preventative Actions

- Interior doors to instructional spaces and restrooms will remain propped open in order to increase air flow and reduce the need to touch door handles.
- Sanitization stations or sanitation kits will be delivered to instructional areas for continuous surface and personal disinfecting needs.
- Water fountains will be bagged with signage posted notifying the closure and requesting water bottles be used.

- Break rooms and common eating areas are closed with signage posted.
- Outdoor air ventilation will be increased in areas, if possible.
- Open minimum air dampers as high as 100% to eliminate recirculation.
- Improve air filtration to MERV-13 or higher if not already implemented.
- Keep HVAC systems running 24 hours if possible.
- Physical barriers installed in areas where transactions and inspections take place.

XIII. Facility Exposure Response

In the event there is confirmation of a person who has been in RTC buildings who has tested positive with COVID-19 within 24 hours, the building (or specific area, if identified) will be closed and secured for cleaning and sanitization.

Cabinet members will be notified.

As the facility permits, windows will be opened, and HVAC controls will be modified to facilitate the removal of possible contaminated air. Custodians may enter with appropriate PPE including N-95 masks or equivalent, eye protection (goggles), disposable clothing and shoe protection, and disposable gloves to begin cleaning disinfecting all surfaces and areas that can be touched or where a person is likely to make contact including but not limited to floors, tables, chairs, desks, computers, doors, door handles, light switches, electronic equipment such as phones, copiers, and other devices. Disinfection procedures will be monitored by the Custodial Manager and designated RTC Administrator.

All used PPE will be disposed of, goggles will be sanitized. Custodians who are designated to disinfect an exposed area should have a spare change of clothes to put on once decontamination is completed. Clothes worn while cleaning should be bagged and laundered as soon as possible with hot soap and water. Finally, wash hands and other possible exposed areas (arms, face, and neck) with soap and water for 20 seconds or more.

XIV. Post-Exposure Recovery

The Director of Facilities and Grounds Services will review the process and decontamination tasks completed and notify the designated administrator for reporting purposes.

A written report will be compiled documenting the process from notification of a positive case to all response measures completed.

The President of RTC will review the information and provide feedback as needed.

XV. Resources:

[King County Public Health COVID-19 resource page](https://www.kingcounty.gov/depts/health/covid-19.aspx) (https://www.kingcounty.gov/depts/health/covid-19.aspx)

[Washington State Department of Health COVID-19 resource page](https://www.doh.wa.gov/emergencies/coronavirus) (https://www.doh.wa.gov/emergencies/coronavirus)

[Center for Disease Control COVID-19 resource page](https://www.cdc.gov/coronavirus/2019-ncov/index.html) (https://www.cdc.gov/coronavirus/2019-ncov/index.html)

[King County directive to wear face coverings](#)

(<https://www.kingcounty.gov/depts/health/covid-19/care/masks.aspx>)

[RTC Director of Safety & Security](#)

425-235-7836 (<https://www.rtc.edu/campus-security>)

RTC Director of Facilities and Grounds Services

425-235-2352 x2374, facilities@rtc.edu

RTC Office of the President

425-235-2426, president@rtc.edu

[RTC Contact Information page](#)

(<https://www.rtc.edu/contact-info>)